

## Seeking Lifeguards for Community Pool

**The United States Embassy in Vientiane's Employee Recreation Association (VERA) is looking for two (2) part-time Lifeguards to staff the newly constructed Embassy Community Swimming Pool starting October 1.**

### **Position Summary:**

Under the supervision of the VERA Board of Directors, with support from the Embassy Management Officer, the Lifeguard is responsible for preventing accidents and maintaining safe and orderly conditions in the pool area by enforcing the rules, regulations, and policies governing the conduct of members and operation of the facility. Lifeguards are responsible for closely monitoring the pool area, especially when children are present. The Lifeguard will monitor the facilities for potential hazards or unsafe conditions, provide first aid to pool users in case of emergency, perform some custodial duties, perform set up and break down of pool furniture each day, keep accurate records on pool use and conditions, and perform other duties as necessary or required. This position requires regular weekend and occasional holiday work. The position is not an Embassy position.

### **Essential Functions:**

- Carrying out all duties assigned by the VERA Board.
- Performing First Aid and CPR when called upon.
- Maintaining customer safety.
- Watching the assigned area to prevent accidents and injuries. Ensuring that necessary precautions are observed to insure the health, safety, & welfare of pool users.
- Reporting promptly at assigned time of duty and remaining on duty status until the designated shift has been completed.
- Enforcing the Embassy pool rules and regulations, adhering to the policies of the facility, and reminding customers politely but firmly of their responsibilities.
- Maintaining positive public relations at the swimming pool.
- Documenting and reporting all accidents to the Embassy's Post Occupational and Safety Officer (POSHO) and Embassy Management Officer.
- Performing custodial duties mainly limited to ensuring poolside furniture is clean and pool has been serviced properly and is ready for use. Position is not primarily responsible for pool cleaning or maintenance.
- Informing the Facilities Manager when supplies are needed and if equipment needs repair.
- Attend all scheduled staff meetings and trainings.
- Maintain physical fitness and health.
- Check all gates and doors at closing time.
- Pass certification courses as assigned by the VERA Board. VERA will fund necessary training.
- Other duties as deemed necessary or as required.

**Education & Experience:** Experience with life-saving, CPR and First Aid training.

**Skills:** The ability to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. This employee should have the ability to follow embassy policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have excellent public relation, oral and written communication skills. Worker will be trained to operate equipment properly.

**Problem Solving:** Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

**Decision-Making:** Decision-making is a factor in this position. This employee makes decisions concerning enforcement of policies and rules, and performing daily duties in the most efficient manner.

**Working Conditions:** Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

**Physical Requirements:** Physical exertions to manually move, lift, carry, or push heavy objects. He/she needs to climb in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

**HOW TO APPLY:**

Interested applicants must submit their Personal Resume, Certificates, Awards, copies of degrees (if any) that dresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Vientiane Employee Recreation Association  
Thadeua Road, Somvang Tai Village  
PO Box 114, Vientiane, Laos

**POINT OF CONTACT:**

Telephone: 856-21-487221  
Fax: 856-21-488002  
E-mail: Vera.laos@hotmail.com

Only shortlisted candidates will be notified.  
**CLOSING DATE FOR THIS POSITION: Until Filled**  
An Equal Opportunity Employer